

5 CHAPTER: VIEW TAX ACCOUNT PERIOD ENTRIES

A Tax Account Period (TAP) is the pre-defined time period for which a specific tax account has liability. The IRMS Web application allows you to view financial information from activities that occur within a Tax Account Period for business taxpayers in your locality or up to 20 adjacent localities, Sales Tax and Use Tax information for businesses regardless of their locality, and individual taxpayers regardless of their locality, provided your MOU allows you this access. The TAP information is displayed in the form of entries on the Tax Account Period Entries window.

TAP entries that display on the Tax Account Period Entries window include:

- Assessments
- Returns
- Refunds
- Adjustments
- Payments

Entries related to updates to the financial information, such as added charges (i.e., penalty, interest), offsets, and overpayment credits also display on the Tax Account Period Entries window.


In addition, you can also view detailed information for many of the entry types that display on the Tax Account Period Entries window by either double-clicking on the entry or by highlighting the entry and clicking **Open**. Specific information regarding entry details can be found in the following chapters in this guide:

- View Taxpayer Returns
- View Payment and Remittance Information
- View Refund and Overpayment Credit Information
- View Extension Information
- View Offset Information

The illustration below is the Tax Account Period window.

General Information		Tax Account Period	
Name:	Decalion, John	Total Liabilities:	\$-134.29
SSN:	222-00-2222	Filing Status:	Filed
	Acct No: 33-222002222S-001	Total Resources:	\$0.00
Name:	Decalion, Alice	Due Date:	05/01/2005
SSN:	444-11-4444	Balance:	\$-134.29
	Acct No: 33-444114444S-001	Ext. Due Date:	00/00/0000
Tax Type:	Individual Income	TAP Status:	Open

Type	Submitted Date	Processed Date	Amount	Status	Last Modified
Original Return	04/12/2005	04/14/2005	\$-134.29	Posted	04/14/2005
Refund	04/16/2005	04/17/2005	\$-134.29	Pending	04/17/2005

 Local

Tax Account Period Entry Fields

The table below lists the fields in the Tax Account Period Entries window and provides a brief description of each.

Field	Field Type	Description
Name	System Generated	The name of the account holder (If an individual, the name(s) of the account holder(s). If a business, the name under which the business is legally registered).
SSN/FEIN	System Generated	The social security number (SSN) of the account holder(s) if an individual. The FEIN (Federal Employer Identification Number) of the account holder(s) if a Business (If the Tax Type is a Sole Proprietor, then the SSN and FEIN, if available, displays).
Account No	System Generated	The number assigned to the Tax Account.
Tax Type	System Generated	The type of customer (i.e. individual, corporate, etc.)
Total Liabilities	System Generated	The total amount of tax owed for this period.

Field	Field Type	Description
Filing Status	System Generated	Indicates if the filer has or has not filed a return for the period (i.e. Filed, Not Filed) Can also indicate if the return has been adjusted (i.e. Filed-Adjusted).
Total Resources	System Generated	The amount of credits applied, if any, that the taxpayer has for this period.
Due Date	System Generated	The date that the return is due for this period.
Balance	System Generated	The total amount of tax owed after any credits are applied for this period.
Ext. Due Date	System Generated	The date that the return is due when an extension has been granted. If an extension has not been granted, this field is blank.
TAP Status	System Generated	The current state of the TAP (i.e. Open, etc.).
Type	System Generated	The name of the TAP entry (i.e. Refund, Payment, Return, etc.).
Submitted Date	System Generated	The submission date associate with the TAP entry (The determination of this date varies with the type of entry).
Processed Date	System Generated	The date the specific entry was processed by IRMS.
Amount	System Generated	The amount associated with the TAP entry.
Status	System Generated	The status associated with the TAP entry.
Last Modified	System Generated	The date that any changes were made to the TAP entry.

View Tax Account Period Entries

To view Tax Account Period Entries, the following steps are performed:

- Step 1:** Perform a **Customer Search** to open the Customer Profile window (see the *View Customer Profile Information* chapter of this User Guide for detailed instructions on performing a customer search).

Customer Profile - Cusack, Joan - Microsoft Internet Explorer

File Customer Help

Customer

Customer

SSN: 333-33-3333 Entity Type: Individual

Name: JOAN CUSACK

Street: 801 MAJESTIC COLONY

City: RICHMOND State: VIRGINIA


Zip: 23235 ☐ Undeliverable

Last Address Update: 08/15/2004 16:41:23

Close

Step 2: From the Customer Profile window, select **Customer: Tax Account**. The Tax Account window opens.



 **Note:** If this is a joint filing period, the letter “J” displays immediately to the right of the Tax Account Period entry.

Tax Account - Cusack, John J. - Microsoft Internet Explorer

File Tax Account Help

Tax Account - Cusack, John J.

Tax Account

Tax Type: Individual Income

Tax Account Number: 33-22222222S-001

Street: 4000 LEGATO ROAD

City: FAIRFAX **State:** VA

Zip: 22033

Last Address Update: 08/15/2004 16:41:23 ☐ Undeliverable

Tax Account Periods

Tax Account Period	Balance	Filing Status
Jan 2005-Dec 2005 J	\$300.00	Not Filed

Open Close

Step 3: Double-click on the desired Tax Account Periods entry. The Tax Account Period Entries window opens.

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File Tax Account Period Help

Jan 2004 - Dec 2004

General Information		Tax Account Period	
Name: Decalion, John		Total Liabilities: \$-134.29	Filing Status: Filed
SSN: 222-00-2222	Acct No: 33-222002222S-001	Total Resources: \$0.00	Due Date: 05/01/2005
Name: Decalion, Alice		Balance: \$-134.29	Ext. Due Date: 00/00/0000
SSN: 444-11-4444	Acct No: 33-444114444S-001	TAP Status: Open	
Tax Type: Individual Income			

Entries

Type	Submitted Date	Processed Date	Amount	Status	Last Modified
Original Return	04/12/2005	04/14/2005	\$-134.29	Posted	04/14/2005
Refund	04/16/2005	04/17/2005	\$-134.29	Pending	04/17/2005

 Local

Open Close



Note: An **iLocal** icon displays at the bottom of the window when the customer files a tax return locally for that period.

Step 4: From the **File** menu, select **Close** to exit the window and return to the Tax Account window.

5.1 Turn Filter Off/On

There is a filter feature on the Tax Account Period menu that enables you to view entries that are inactive (i.e., cancelled). The filter is automatically on when the window opens, which means that the inactive entries are filtered out. However, you can turn the filter off so you can view these inactive entries.

Turn Filter Off

To turn the filter off, the following steps are performed:

Step 1: Open the Tax Account Period Entries window (*See previous topic for steps on accessing this window*). The window opens with the filter On (no inactive entries display).

IRMS

File Tax Account Period Help

Filter Off

Jan 2004 - Dec 2004

General Information

Name: Decalion, John
SSN: 222-00-2222 Acct No: 33-222002222S-001
Name: Decalion, Alice
SSN: 444-11-4444 Acct No: 33-444114444S-001
Tax Type: Individual Income

Tax Account Period

Total Liabilities: \$-134.29 Filing Status: Filed
Total Resources: \$0.00 Due Date: 05/01/2005
Balance: \$-134.29 Ext. Due Date: 00/00/0000
TAP Status: Open

Entries

Type	Submitted Date	Processed Date	Amount	Status	Last Modified
Original Return	04/12/2005	04/14/2005	\$-134.29	Posted	04/14/2005

Open Close

Step 2: From the Tax Account Period Entries window, select **Tax Account Period: Filter Off**. Any inactive entries for the period now display.

IRMS

File Tax Account Period Help

Jan 2004 - Dec 2004

General Information		Tax Account Period	
Name: Decalion, John		Total Liabilities: \$-134.29	Filing Status: Filed
SSN: 222-00-2222	Acct No: 33-222002222S-001	Total Resources: \$0.00	Due Date: 05/01/2005
Name: Decalion, Alice		Balance: \$-134.29	Ext. Due Date: 00/00/0000
SSN: 444-11-4444	Acct No: 33-444114444S-001	TAP Status: Open	
Tax Type: Individual Income			

Entries

Type	Submitted Date	Processed Date	Amount	Status	Last Modified
Original Return	04/12/2005	04/14/2005	\$-134.29	Posted	04/14/2005
Refund	04/16/2005	04/17/2005	\$-134.29	Cancelled	04/17/2005

Local

Open Close



Note: When you want to turn the Filter back on, select **Tax Account Period: Filter On**. The inactive entries no longer display.

Step 3: From the **File** menu, select **Close** to exit the window and return to the Tax Account window.

5.2 Print Tax Account Period Entries

There is a menu function on the Tax Account Period Entries window that enables you to print a copy of the Tax Account Period Entries.

Print Tax Account Period Entries

To print a copy of the Tax Account Period entries, the following steps are performed:

Step 1: From the Tax Account Period Entries window, select **File: Print**. A copy of the Tax Account Period Entries prints to your local printer.

IRMS

File Tax Account Period Help

Close

Print

Exit

Tax Account Period

Name: Decalion, John
SSN: 244-01-1234 Acct No: 33-244011234S-001
Name: Decalion, Alice
SSN: 541-11-4321 Acct No: 33-541114321S-001
Tax Type: Individual Income

Total Liabilities: \$-134.29 Filing Status: Filed
Total Resources: \$-134.29 Due Date: 05/01/2005
Balance: \$0.00 Ext. Due Date: 00/00/0000
TAP Status: Open

Entries

Type	Submitted Date	Processed Date	Amount	Status	Last Modified
Original Return	04/12/2005	04/14/2005	\$-134.29	Posted	04/14/2005
Refund	04/16/2005	04/17/2005	\$-134.29	Posted	04/17/2005

i Local

Open Close

Step 2: From the **File** menu, select **Close** to exit the window and return to the Tax Account window.